



**Board of Commissioners Annual Meeting
May 9, 2018 - 4:00 p.m.
245 Middle Street, Portsmouth, NH**

Chair Griffin called the meeting to order at 4:05 p.m. and requested a call of the roll. Those present and absent was as follows:

Chair Griffin declared a quorum present.

I. ROLL CALL

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Ferrini
Commissioner Pickering
Commissioner Leith
Chair Griffin

Vice Chair Schwartz
Commissioner Kennedy

Also present: Craig Welch, John Bosen, Valerie Labrie, and Mary Mancini

Guest: Judy Bunnell, PHA

II. READING OF MEETING MINUTES

Commissioner Leith moved to waive said reading of the Minutes of April 11, 2018 and to accept as presented. Commissioner Ferrini seconded the motion. There were no additional comments. All were in favor and the motion carried.

III OPERATIONAL REPORTS

Chair Griffin commented that there are no employment vacancies shown on the organizational chart. Mr. Welch commented the organization has a great group of staff. He added the Director of the MC3 after school program is leaving in August to begin a new job overseas. Mr. Welch also informed the Board PHA has received reauthorization for the MC3 program for another three years. We serve 100 children in the program

The Board reviewed and discussed Mr. Bosen's Landlord/Tenant memorandum.

IV. OLD BUSINESS

Chair Griffin asked if there is a projection for a location for the Meals on Wheels Program which currently is at Wamesit. She also explained that she's heard concerns that the current location at Greenleaf Recreation Center requires them to set up, take down and clean daily which is a lot of work for them and they are looking for a more permanent arrangement. Commissioner Ferrini asked Mr. Welch to look into the matter further.

V. NEW BUSINESS

Mr. Welch described HUD's Rental Assistance Demonstration Program (RAD) including the financial implications for PHA if we become part of the program. He informed the Board we have not been invited to participate at this time but the Tax Reform Act increases the cap and we

may be invited in the near future. We have received an invitation for training for new RAD agencies in Washington, D.C. next week, which Ms. Labrie will attend.

Resolution 2018-001 - Approve Updated Procurement Policy

Mr. Welch explained our auditors have recommended changes to our Procurement Policy. Ms. Labrie reviewed the changes and updates; the major being the Micro Purchase Threshold from \$10,000 to \$3,000 and the Small Purchase Threshold from \$100,000 to \$150,000. Ms. Labrie added that the update to the policy clarifies credit card usage as well.

Commissioner Ferrini moved to approve Resolution 2018-001, Updated Procurement Policy. Commissioner Leith seconded the motion and upon roll call, the “Ayes” and “Nays” were as follows:

AYES

NAYS

**Commissioner Pickering
Commissioner Leith
Chair Griffin
Commissioner Ferrini**

Election of Officers

This item was tabled until the June meeting due to two Commissioners not being present.

VI. PRESENTATION OF ANNUAL REPORT

Mr. Welch explained the report was a summary of the work over the past year. He added he is proud to dedicate the report to Ms. Judy Bunnell, who will be celebrating her 46th anniversary with the PHA. Mr. Welch described Ms. Bunnell’s work history and thanked her for her dedication and continued service. Chair Griffin added Ms. Bunnell is continuing her services with the PHA.

Mr. Welch explained the layout of the report which includes photos of our front-line staff. He described the recent HUD inspection for Margeson and Feaster and the hard work of the maintenance staff. As a result, we received a high score which was an improvement from last year’s.

Discussion of the report distribution list for the Annual Report ensued. Chair Griffin suggested adding the local churches to the mailing list.

Commissioner Ferrini moved to accept the Annual Report for 2018. Mr. Leith seconded the motion. All were in favor and the motion carried.

Chair Griffin reported she recently signed documents declaring no fraudulent activities have taken place at the PHA. This was submitted to the auditors.

The Board reviewed the financials and the following items were discussed:

- Commissioner Ferrini asked for an explanation of the Central Office Cost Center income that is budgeted at \$175,000 but the total was \$167,000. Ms. Labrie explained the frontline maintenance billing is down because we had some vacancies in the maintenance department.
- 21st Century School Grant budget is lower than actual because the City is trying to spend down the grant.
- Maintenance expenses for AMP 1 costs are higher than the budgeted amount because of high expenditures in the month of March that included the purchase of a golf cart for Gosling Meadows and replacement of appliances. The amount should level out over the

year. AMP 2 had an increase in income due to \$50,000 being given from the City's CBDG Grant to go towards the Margeson lobby renovation. Discussion of the purchasing process for appliances ensued. Ms. Labrie reported we usually replace appliances as needed.

- The summary of expenses between the PHA and the LTD will be available at the upcoming LTD meeting on May 16th and will be emailed to all members of the Board of Commissioners as well.

Commissioner Ferrini moved to accept the financials as offered. Commissioner Leith seconded the motion. All were in favor and the motion carried.

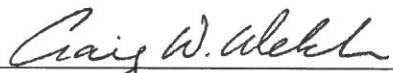
VII. COMMISSIONERS COMMENTS

Chair Griffin asked of the salary range for the 20th Century staff and she referred to a woman in Town who is a waitress and works with the students. Ms. Labrie replied the range is \$10 to \$12 an hour. She added staff work approximately 20 hours a week and are considered Housing Authority employees but do not qualify for benefits.

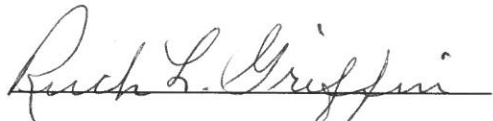
VIII. ADJOURNMENT

Commissioner Ferrini moved to adjourn the meeting at 4:46 p.m. Commissioner Leith seconded the motion. All were in favor and the motion carried.

Respectfully submitted,



Craig W. Welch
Secretary



Accepted by: Ruth L. Griffin Amy Schwartz
Chair Vice Chair

June 13, 2018
Date
